

480-000-103 Instructions for Completing Form EI-3, "Authorization of Release/Request for Information"

Use: Form EI-3 is used by services coordinators to obtain authorization from parents/guardians of infants and toddlers with disabilities to request from, and release information to, specified agencies.

Completion:

Provide identifying information as indicated.

**Release of Information:** Obtain parent/guardian's initials by specified agencies from which information can be released to the services coordinator.

**Request for Information:** Obtain parent/guardian's initials by specified agencies with which information collected from previously identified agencies can be shared. The purpose for this exchange of information is to enable the services coordinator to help coordinate services, provide appropriate referrals, and make sure the child and family get services as quickly as possible.

**Signature:** Obtain parent/guardian's signature and identifying information as indicated.

**Validity Dates:** Indicate the validity dates of Form EI-3. Authorization may be valid for one year.

Distribution: The original of Form EI-3 is maintained in the early intervention services coordination record. A copy is made and forwarded to the parent/guardian. Additional copies are used to request information from specified agencies.

Retention: Form EI-3 is retained in the early intervention services coordination record for five years after the completion of the activities for which early intervention funds were used.